

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141



400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

LICENSE RENEWAL INSTRUCTIONS

Enclosed you will find a renewal form for you to complete.

Front or Page 1

- Indicate any changes to MAILING ADDRESS at the top of the document.
- OWNERSHIP sections are to be completely filled out and account for 100% (use whole numbers only) of the ownership.
- NEW officers, directors, stockholders, members or partners are to complete personal questionnaires and fingerprint cards.

Back or Page 2

- OWNERSHIP sections for joint tenant or individual owners are to be completed on that page.
- Indicate any manager(s) for your business on Section B.
- NEW managers are to complete personal questionnaires and finger print cards.
- If there is a lien on your license, please complete Section C.
- Licenses Due for Renewal:
This section displays the license(s) that will expire.
Answer all questions for **each** license and indicate any changes to the listed information.

Last Page

- The individual submitting the renewal must have a personal questionnaire and fingerprint card on file and is to provide signature on that page.

Fees: A **separate** total for **each** license is provided for you. If you choose to CANCEL a license, SUBTRACT that amount from the TOTAL figure you will be sending to the Department.

Payment: Make checks payable to: Arizona Department of Liquor

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44-6852)

Forms:

- If you need any of the required forms, including fingerprint cards, contact the Department.
- **Include processing fee for fingerprint cards - \$29.00 each.**
- Fingerprinting **must** be done by a **law enforcement agency**. The Department of Liquor does not provide this service.

IMPORTANT!

THIS RENEWAL NOTICE IS SENT TO YOU AS A COURTESY. IT REMAINS THE RESPONSIBILITY OF THE LICENSEE TO RENEW A LIQUOR LICENSE PRIOR TO EXPIRATION. PLEASE INSURE THE MAILING ADDRESS FOR LICENSE RENEWAL IS CORRECT. IF A CORRECTION IS NECESSARY, PLEASE SUPPLY THE CORRECTION WITH YOUR RENEWAL.

All applicable sections **MUST BE** complete or the renewal form will be sent back to you. The renewal and money due **MUST BE POSTMARKED ON OR BEFORE THE EXPIRATION DATE** to avoid a penalty of \$150.00. The law does **not allow waiving** penalty fees.